

Bob Holden
Governor



Jacquelyn D. White
Commissioner

State of Missouri
OFFICE OF ADMINISTRATION
Post Office Box 809
Jefferson City, Missouri 65102
(573) 751-2971
<http://www.oa.state.mo.us/acct/>

James A. Carder
Director
Division of Accounting

M E M O R A N D U M

TO: Agency Fiscal, Payroll and Personnel Officers

FROM: OA Accounting

RE: Statement of Benefit Charges Guidelines

DATE: April 15, 2003

Each quarter the Office of Administration, Division of Accounting reimburses the Division of Employment Security for unemployment benefits paid to individuals that were previously employed by your agency. The Office of Administration has a series of appropriations set up for this reimbursement, which access the funds from which the former employees were paid. We use the Statement of Benefit Charges that you forward to us, indicating the fund(s) to be charged, to make the payment.

Although a majority of agencies are providing the information we need on a timely basis, listed below are some reminders and guidelines to assist you:

- a. Please promptly submit the completed statement of benefit charges to OA Accounting. For example: Statement of benefit charges for January 03 – March 03 are distributed by Employment Security approximately May 1st and due no later than June 15, 2003.
- b. Always ensure the statement of benefit charges is signed before submission. Unsigned statements will be returned to the agency for correction.
- c. Write the fund source next to the claimant's name on the benefit charges statement. Statements submitted without a funding source indicated will be returned to the agency for correction. (See attached memo dated August 2, 2002)
- d. Benefits statements will be checked for funding accuracy.
- e. Claimants employed by other agencies may accrue an expense against your fund (see point f).
- f. Each quarter after payments are entered into SAM II Financial, a letter and copy of the fund expenditures are sent by OA Accounting to the agency fiscal officer. If there is an expense incurred against your fund by a claimant employed by another agency, a copy of that benefit statement will be provided with the letter.

- g. It is recommended that a copy of the benefit charge statements be retained by your agency. We receive several calls each quarter for copies of backup. Please share your copy with appropriate personnel in your agency.
- h. Questions regarding claim issues from your statement of benefit charges (other than funding source) should be directed to the Division of Employment Security.

If you have any questions, please contact Teddie Velleri, OA Accounting at 751-3289.

TV/oper/tvunemploymentguidelines

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James A. Carder
Director
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TO: State Agencies
FROM: Division of Accounting
DATE: August 2, 2002
RE: Quarterly Statement of Benefit Charges

Recently you should have received your quarterly Statement of Benefit Charges for April through June, 2002 from the Division of Employment Security. To assist us in the proper allocation of these costs, please identify the specific fund from which the claimant's salary was paid when they were employed by your agency. This information is found on the employees' SAM II HR LDPR (labor distribution profile). If they were paid from more than one fund, indicate the reimbursement amount attributed to each fund.

This information can be sent along with the benefit statement as an attachment or simply write the fund number(s) and amounts next to the claimant's name on the benefit form. Please provide this information with all future Statements of Benefit Charges. If you have any questions regarding this process, please contact Jack Dothage or Teddie Velleri at (573) 751-3289.

JD:tv/oper/jdagencysalaryfunds